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OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 10

3 July 1968

REPORTING RESPONSIBILITY
OF AGENCY CONTRACTING ELEMENTS

1. Effective 1 July 1968, the Contracting Teams in the Directorate for Plans and the Directorate for Science and Technology are relieved of the responsibility for submitting on a regular basis to the Office of Logistics any statistical contract data reports, except the monthly Procurement Activity Report. The Teams will no longer be required to submit the Statistical Report, Addendum to Monthly Statistical Report, Savings Report, and similar statistical data to Procurement Division, OL. The primary reporting responsibility of such elements will be to the Directorates to which they are assigned.
2. From time to time, however, OL is called upon to provide reports and briefing material which are based upon data developed from the total Agency procurement activity. Effective 1 July 1968, reports external to OL will be prepared by the Chairman, Contract Review Board and data to be included in them will be drawn from the Procurement Activity Report, the automated Contract Information (CONIF) Report, and supplementary statistics provided by each contracting element at his request. Briefing material for internal OL use will continue to be prepared by appropriate OL components from statistics in the custody of, or available to, the Chairman, Contract Review Board. Data required for special periodic reporting, or data which are needed for internal management information purposes, may be collected and retained by each Contracting Team in a format appropriate to the requirements for their Directorate and/or the reporting requirements of the Chairman, Contract Review Board. Requirements and reporting methods for such data will be developed as a coordinated effort among the Chairman, Contract Review Board and the chiefs of the various contracting elements.


George E. Meloon
Director of Logistics

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